

MANAGEMENT MEMO

SUBJECT: Budget Change Proposal Review	NUMBER: 98-11
	DATE ISSUED: 06/22/98
	EXPIRES: When rescinded
REFERENCES: Budget Letter 98-05	ISSUING AGENCY: Department of Information Technology

The purpose of this Management Memo is to notify departments and agencies of the Department of Information Technology's (DOIT) Budget Change Proposal (BCP) review criteria and process. Per Budget Letter 98-05, agencies and/or departments are required to submit BCPs that contain information technology (IT) components to the DOIT for review and approval prior to submission to the Department of Finance (DOF). This Management Memo communicates the DOIT's BCP review delegation criteria, BCP submission date, and the process that the DOIT will utilize in reviewing the BCPs.

BCP Review Delegation Criteria

The DOIT delegates the IT BCP component review and approval to the Agency Secretary or Constitutional Officer based on the following criteria:

1. The primary purpose of the BCP is to support program workload growth, and a standard compliment of IT is associated with the proposed positions.
2. The BCP involves new statutes recently signed by the Governor, and the affected department developed an enrolled bill analysis citing the IT cost. The DOIT requires that the BCP include the enrolled bill analysis.
3. The BCP includes IT projects or activities in which the DOIT has issued a written support or approval disposition. The DOIT requires that the BCP contain the date of the DOIT determination, the DOIT Project Number, the type of document submitted to the DOIT (i.e., FSR or Special Project Report), and any approval conditions specified in the DOIT's written disposition.

For informational purposes only, the DOIT requires that agencies submit a copy of the BCPs described above to the DOIT by **September 14, 1998**.

BCP Submission Criteria and Date


For BCPs with IT components that do not meet the criteria described above, the BCP must be submitted to the DOIT by **August 1, 1998**.

DOIT BCP Review Process

For those BCPs that meet the DOIT submission criteria noted above, the DOIT will review the IT component of the BCP. Between **August 16, 1998**, and **September 1, 1998**, the DOIT will contact the Agency Secretary or Constitutional Officer's designee to schedule a BCP review meeting. Representatives from the Agency, the Agency's departments, and the DOF may attend the meeting. At the meeting, the DOIT will request clarification of the IT BCP components, as necessary, and notify the Agency of the DOIT's disposition on the IT BCP components. It is the Agency's responsibility to ensure that the BCP submitted to the DOF includes the DOIT's disposition concerning the IT BCP component.

The DOIT believes that this process will streamline the Budget Letter 98-05 process, thereby enabling agencies and departments to send workload growth, new statutes and IT project BCPs to the DOF promptly and allowing the DOIT to focus its efforts on BCPs where new technology is being proposed.

If you have questions concerning this Management Memo, please contact Joan Osuna at (916) 445-5900.



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JTF:JO/amb/kvd